



# **WELCOME BACK**

## **Evacuation Information for Evacuees**

(Revised February 2004)

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## Message from the Family Liaison Office

Dear Evacuee:

Welcome back. Your last few days have probably been difficult and you have not had a chance to plan or think things through. This evacuation package was put together by the Family Liaison Office as a resource and guide to help you settle into life in your safehaven. We are here to assist you, located right off the C Street entrance of the Department of State. Below, I have listed a few resources that are available to you.

**Family Liaison Office (FLO):** FLO is here to assist as you try to bring some order back into your lives. We provide services in three areas:

- *The Support Services Officer and Program Assistant* are your principal points of contact. They can help you navigate the world of allowances and regulations. They will also remain in contact with your community during the entire evacuation.
- *The Employment Program Coordinator* can provide information for family members on employment and other opportunities in the DC area.
- *The Education and Youth Officer* can assist with your children's educational needs in the DC area and with information on boarding schools throughout the country.

Please feel free to call or stop by to meet with the staff.

Tel: 202-647-1076; 800-440-0397

Fax: 202-647-1670

Email: [flo@state.gov](mailto:flo@state.gov)

For Evacuation Questions: [FLOAskEvacuations@state.gov](mailto:FLOAskEvacuations@state.gov)

Internet: <http://www.state.gov/m/dghr/flo>

**Employee Consultation Service (ECS):** ECS is a confidential counseling service available to evacuees and their families. The office is staffed by social workers who meet with clients by appointment, on a drop-in basis, through e-mail or by phone. Many evacuees have found it helpful to talk with them about difficulties their children are experiencing handling a sudden move as well as about their own reactions. The social workers are available for individuals and/or groups. ECS is located in Columbia Plaza, SA-1, H246. Tel: 202-663-1815. Call the office for individual e-mails.

**Foreign Service Institute Transition Center:** FSI's Transition Center offers many courses of interest to Foreign Service family members. To register, email [FSITCTraining@state.gov](mailto:FSITCTraining@state.gov) with your name, address, agency, and social security number. Indicate that you are an evacuee. The Transition Center is located at the George P. Schultz National Foreign Affairs Training Center, 4000 Arlington Blvd., Arlington, VA 22204.



Tel: 703-302-7268/9

Fax: 703-302-7452

Email: [FSITCTraining@state.gov](mailto:FSITCTraining@state.gov)

Internet: <http://www.state.gov/m/fsi/tc>

Please call the Family Liaison Office (contact information listed on page 3) as soon as possible to let us know your safehaven address, telephone number, and especially your email address. We would like to stay in contact with you throughout your time in the United States and need to be able to contact you quickly if there is a change in the evacuation status. If you are in the Washington area, we will also arrange occasional briefings, opportunities to hear what is happening and to ask questions on both political and administrative matters. Once again, welcome back. We look forward to assisting you in any way we can.

Sincerely,

Faye Barnes, Director



## Evacuation Contact List

### Family Liaison Office

Room 1239, Main State  
(202) 647-1076 or (800) 440-0397  
FAX: (202) 647-1670  
Internet: <http://www.state.gov/m/dghr/flo>

### For all agencies at post

#### Family Liaison Office

Room 1239  
Harry S Truman Building (Main State)  
Department of State  
2201 C. St. NW, Washington, DC 20520

Office: 202-647-1076, 800-440-0397  
FAX: 202-647-1670  
E-mail: [flo@state.gov](mailto:flo@state.gov)  
For Evacuation Questions:  
[FLOAskEvacuations@state.gov](mailto:FLOAskEvacuations@state.gov)  
Internet: <http://www.state.gov/m/dghr/flo>

#### Counseling

Employee Consultation Services (ECS)  
(202) 663-1815  
FAX: (202) 663-1456

### U.S. Department of State

#### SEA Payments

(703) 875-6793  
FAX: (703) 875-6768

#### Claims

Room 1244, Main State  
(202) 736-7648

#### Employee Service Center

Room 1252, Main State  
(202) 647-3432

#### Health Unit

(202) 647-2546

#### Housing (AAFSW)

(202) 647-3573

#### Transportation

(202) 647-4140  
(800) 424-2947

#### Travel AMEXCO

(703) 351-0800  
(800) 752-2320  
FAX: (202) 466-2271  
After hours, emergencies only:  
(800) 847-0242

#### Regional Bureaus - Other Questions

AF/EX - African Affairs  
(202) 647-1298  
WHA/EX - Western Hemisphere Affairs  
(202) 647-3318  
EAP/EX - East Asian and Pacific Affairs  
(202) 647-9054  
EUR/EX - European and Eurasian Affairs  
(202) 647-3269  
NEA/EX - Near Eastern Affairs  
(202) 647-3268  
SA/EX - South Asian Affairs  
(202) 647-3269





**U.S. Agency for International Development (USAID)**

**Mail SEA Application Forms**

*to:*

USAID/M/FM/CMP  
1300 Pennsylvania Avenue  
Washington, DC 20523-7700

**Counseling**

Employee Consultation Service  
Department of State

-or-

USAID/M/HR/POD  
(202) 712-0891  
mrees@usaid.gov

AFR Bureau  
(202) 712-55793

**Travel and Transportation**

M/AS/TT  
RRB 4.08-004  
(202) 712-0835

**Human Resources Bureau Contacts**

ANE Bureau  
(202) 712-0592

E&E Bureau  
(202) 712-0656

LAC Bureau  
(202) 712-1868

Sato Travel  
RRB C1-7  
(202) 216-9680  
(877) 371-8882 (Emergency)  
(877) 883-5136 (Outside of DC area)  
Fax: (202) 216-0568  
Web: <http://www.satotravel.com>

**U.S. Customs Service**

Joanne Fitzgerald  
(202) 927-0711

Carol Jacquez  
(305) 716-3019x227

**Defense Intelligence Agency / Defense Attaché Office (DIA/DAO)**

(703) 907-0401

***Field Support***

(703) 907-1962



**Points of Contact for Branches of the Military**

Air Force  
(210) 565-4448

Army  
(703) 602-4239

Marine Corps  
(783) 784-0295

Coast Guard  
(202) 267-6633

Navy  
(901) 874-4329

**Drug Enforcement Agency (DEA)**

(202) 307-8222

(202) 307-4241

**Federal Bureau of Investigation (FBI)**

(202) 324-1316

**Foreign Agriculture Service (FAS)**

Asia, Oceania and Eastern Europe

Western Europe, Africa, Middle East  
and Western Hemisphere

(202) 720-2741  
(202) 720-5905  
(202) 720-1391

(202) 720-1756  
(202) 720-1446

**Foreign Commercial Service (FCS)**

(202) 482-4938

(202) 482-2368

**U.S. Citizenship and Immigration Services (USCIS)**

(202) 616-7725

(202) 305-2753

**Treasury**

(202) 622-0433

**Voice of America/ International Broadcasting Bureau (VOA/IBB)**

(202) 619-1109

Fax: (202) 619-3267



## Evacuation Definitions

The primary purpose of the evacuation of a U.S. Mission is for the safety and security of Mission personnel and their families. The following definitions are in accordance with Department of State regulations. *Please note that the military uses slightly different definitions for some of these terms.*

**Authorized Departure:** This type of evacuation is voluntary for official family members and non-emergency direct-hire employees. It allows the Chief of Mission greater flexibility in determining which employees or groups of employees may depart. There is no difference in benefits between authorized and ordered departure. *The employees and family members who choose to depart post on authorized departure may not choose when to return to post.* They may not return until the Under Secretary for Management has lifted the evacuation.

**Ordered Departure:** This type of evacuation is not voluntary. Family members and non-emergency staff are ordered to depart post on evacuation status. It is not uncommon for the status of an evacuation to shift from authorized to ordered, depending upon the situation at post. In some evacuations all staff must leave and operations are temporarily suspended at post.

**A drawdown** refers to the evacuation of family members and non-emergency staff, leaving emergency personnel at post. One of the tasks of the Emergency Action Committee at post is to determine the staff positions that would be necessary during a crisis. In an evacuation, the post would be **drawn down** to that number, unless the crisis required the temporary closure of the post.

**Safehaven:** When personnel and family members are evacuated from post, the official safehaven destination is the continental United States. Employees must report to their agency headquarters, while family members may choose a safehaven location anywhere in the United States, including Alaska and Hawaii; they are not required to return to their home leave address. Employees may request an alternate foreign safehaven for family members; the request must be approved by the Under Secretary for Management.

**SEA:** Subsistence Expense Allowance, the allowance given to official evacuees, based on locality per diem.

**M&IE:** Meals and incidental expenses. In the Subsistence Expense Allowance, this is a flat rate which does not require receipts but the amount does vary with locality.

**Commercial lodging:** Any temporary lodging, such as a hotel, for which one pays a rent and can produce a receipt.



**Non-commercial lodging:** A lodging for which one does not pay a receipted rent, such as one's own home or a relative's residence.

**SMA:** Separate Maintenance Allowance, an allowance available to employees whose official family members have not chosen to accompany the employee for a tour of duty at a particular post. The employee may be eligible for *involuntary SMA* in a case in which, after an evacuation, family members are not allowed to return to post while the employee does return.

**TSMA:** Transitional Separate Maintenance Allowance. Following the termination of an evacuation and the conversion of a post to an unaccompanied status, or for educational reasons following the termination of an evacuation and reversion of post to accompanied status, the employee may be eligible to receive TSMA. Consult the Department of State Standardized Regulations 262.3 for a complete explanation of the eligibility requirements of these benefits.





## Choosing Your Safehaven: Factors to Consider

In an evacuation situation, family members may choose as a safehaven any point in the United States. They do not necessarily have to choose their home leave address. When deciding on a safehaven location, family members may want to consider the following options and the pros and cons of each.

**The Metropolitan Washington, D.C. Area:** If the employee is evacuated, she or he must report for duty at the agency headquarters, usually Washington, D.C. In this case, family members may wish to choose Washington as their safehaven point. Family members earlier evacuated to a U.S. or authorized foreign safehaven may be permitted to rejoin an employee subsequently evacuated and reporting to duty in Washington, D.C. Being in Washington has certain advantages, including being able to come into the State Department for briefings organized by the Family Liaison Office (FLO), taking courses at the Overseas Briefing Center, and having the resources of the Department near at hand. If a group of evacuees is located in the Washington area, they have the opportunity to enjoy mutual support, and an evacuee may feel a little more in touch with the situation at post.

**Other Locations within the United States:** Often the most important factor for evacuees in making the safehaven decision is where their network of support is located. If family and friends are located on the other side of the country from Washington that may well be the best safehaven for the evacuee. If the employee did not return to the U.S. on evacuation status, it may be even more important to be near a source of family support, particularly if there are small children involved. Although FLO makes every effort to keep in contact with all evacuees wherever they are located, those located farther from Washington have less access to certain resources. However, this is often less important to evacuees than the support of family, friends and hometown.

**Foreign Safehaven:** The official safe haven for evacuated families is the U.S. . However, some family members do not have particular ties to the U.S. and would prefer to choose a foreign location. The post may request a foreign safe haven for a family member from the Department of State. If the request is approved, the evacuee will receive a Subsistence Expense Allowance based on the lower of the following: the locality to which s/he is evacuated or the standard CONUS rate. If the request was not approved, the evacuee cannot officially travel to or receive evacuation benefits in a foreign location. **It is important to note that while Hawaii and Alaska are considered part of the United States, territories such as Puerto Rico and Guam, etc. are considered foreign safehavens.**

**Changing Locations:** Once the evacuee has arrived at the safehaven location, he or she will not be funded for travel to another location during the period of the evacuation. One exception: Funding for travel is allowed if the travel is to relocate and rejoin an employee newly returned to the United States. Otherwise, family members who wish to move from one location to another during the evacuation may do so without affecting Subsistence Expense Allowance payments. However, the evacuee is responsible for paying for the travel involved.



## Coping Strategies for Evacuees

Evacuations elicit a variety of different feelings, but the universal response to an evacuation is a sense of not being in control of one's own life. The individual feels powerless, caught in a situation which affects every aspect of life. Since this feeling is so common, the following tips are suggested as ways to gain a measure of control over the situation.

- **Make contingency plans.** Decide ahead of time on a safehaven location, organize the documents to take to post, make plans for the children and have powers of attorney in order. Keep and use a copy of FLO's *Evacuation Plan: Don't Leave Home Without It*.
- **Plan for the long term.** Evacuations average 3 - 4 months. While the length of any evacuation is difficult to predict, those who plan for a longer rather than a shorter period of time experience fewer frustrations.
- **Use resources.** While in the Washington, D.C. area, take some courses at FSI's Transition Center. Consult with FLO employment staff about short-term employment. The licensed clinical social workers at the Department of State's Employee Consultation Service (or their equivalent in other agencies) may be helpful. These last two resources are available to evacuees who are not in Washington through telephone consultation.
- **Create a "normal" life.** Develop as normal a routine as possible for yourself and your children. If an evacuation lasts more than a month, you may choose to put the children in school. Get them involved in activities, and get involved yourself. Pursue hobbies, do volunteer work, or take a part-time job.
- **Keep in touch.** Stay in touch with fellow evacuees, with FLO, or your assigned point of contact (i.e. the Family Liaison Specialist for your agency) throughout the evacuation. You'll be up-to-date on the latest information from post, and enjoy mutual support with others in the same situation. FLO and your agency's family liaison representative phone regularly, and share with evacuees the phone numbers and addresses of other evacuees who have given such permission and any other pertinent information.

Evacuees sometimes do not return to post. They never get to say a proper good-bye. They must live with a sense of "unfinished business" about their post. Many experience an emotional loss. Most people who experience an evacuation are able to put it into perspective and go on; yet Foreign Service life never seems the same again. Experience may make evacuees more wary, and influence them to take contingency planning seriously in the future. Eventually, the memory of an evacuation becomes part of the rich tapestry of experiences, positive and negative, which make up the life of a Foreign Service family.



## Allowance Information





*Please note that the evacuation payment regulations described here apply to the Foreign Affairs agencies: Department of State, U.S. Agency for International Development, Foreign Commercial Service, and Foreign Agricultural Service. Some other agencies use these regulations as guidelines for payments.*

*Evacuation regulations and payments may vary from one agency to another. You must submit a copy of the correct application and forms for your agency to headquarters. This section provides specific contact and payment information for many agencies.*



## **Subsistence Expense Allowance Information Sheet**

**For FAS/USDA, FCS, FBI, USAID, DEA, U.S. Customs Service (all Foreign Affairs  
Agencies following the Department of State Standardized Regulations)**

### **Air Freight Replacement Allowance**

- Airfreight is authorized when an evacuee leaves post.
- An air freight replacement allowance is authorized when airfreight is not shipped from post when evacuated. The amounts are \$250 for first evacuee without other family members; \$450 for first evacuee with one additional family member; \$600 for first evacuee with two or more additional family members.
- Upon return to post, an evacuee is authorized an air freight shipment back to post after the evacuation ends, regardless of whether they came out with a shipment or took the air freight replacement allowance.

### **Subsistence Expense Allowance (SEA)**

- SEA is based on the safehaven location per diem rate rather than the continental US (CONUS) per diem rate.
- Only the first evacuee will be reimbursed for lodging expenses based on either a commercial rate (receipts required) or a non-commercial rate (no receipts required).
- All evacuees will be reimbursed a flat amount to cover daily meals and other expenses (M&IE) based on a percentage of the per diem rate.
- The lodging portion of the SEA remains at 100% throughout an evacuation; M&IE is reduced to 80% for days 31 – 180.
- Larger families may request a waiver asking that commercial lodging per diem be increased to 150%. Justification must be provided.

### **Daily Transportation Allowance**

- A daily transportation allowance of \$25 per day per family is allotted to offset costs due to lack of private transportation at safehaven.

### **Lease Coverage**

- When an evacuation has ended and the first evacuee is bound to a lease agreement for lodging at the safehaven, the evacuee is authorized either: 1) expenses for the unexpired period of the lease for up to 30 days or 2) waiver of repayment of an advance. **This benefit is only available to evacuees who subsequently return to post.**

**Note: PCS (Permanent Change of Station) Orders take precedence over Evacuation Orders. PCS Orders are enacted at the time the employee initiates travel and can affect evacuation allowances. If you have questions regarding this, contact the Resource Management Office at: [EvacAssistance@state.gov](mailto:EvacAssistance@state.gov) or 703-875-6793.**



## Subsistence Expense Allowance Payments

**For DoS FAS/USDA, FBI, USAID, DEA, U.S. Customs Service (all Foreign Affairs Agencies following the Department of State Standardized Regulations).**

From post, the employee will need to complete and sign the following forms and forward to the contact person for their agency:

- ☐ Travel Advance form (1038), as needed.
- ☐ Voucher form (1012) monthly.

Both forms should be available at post. The forms may be faxed to expedite payments; however, the originals should be mailed.

In order to obtain SEA payments, the following information must be supplied to your agency by the evacuee: (See page ..for your agency's contact information.)

- ☐ Copy of travel orders, ticket and any amended travel authorizations
- ☐ Receipts for expenses incurred during travel time, i.e. airport tax, taxis, airport meals, etc.
- ☐ Rent receipt if using commercial rate
- ☐ Travel advance form
- ☐ Bank account information
  - Names on account
  - Name and address of bank
  - Bank account number
  - Bank routing number
- ☐ Social Security number of employee and adult family members
- ☐ Completed Subsistence Expense Allowance application form found on pages 39-40.
- ☐ Completed Travel Voucher found on page 41.

**FAX to the contact person at your agency. (See contact list on pages 5 – 7.)**  
**Follow with a hard-copy mailing of the original application.**



## Calculating the Subsistence Expense Allowance

For official U.S. safehaven calculations (based on U.S. safehaven per diem rates).

L = Lodging portion of per diem.

M&IE = Meals and incidental expense portion of per diem.

Table to Apply for Commercial Lodging		
	Days 1 – 30	Days 31 – 180
First Evacuee	100% L + 100% M&IE	100%L + 80%M & IE
Each Additional Person 18 & Over	100% M & IE	80% M & IE
Each Additional Person Under 18	50% M & IE	40% M & IE
Table to Apply for Non-Commercial Lodging		
First Evacuee	10% L + 100% M & IE	80% M & IE and no lodging per diem (0% L)
Each Additional Person 18 & Over	100% M & IE	80% M & IE
Each Additional Person Under 18	50% M & IE	40% M & IE





## Department of Defense (DOD) Evacuation Fact Sheet

**The Department Of State Has The Responsibility To Formally Declare Evacuation Of U.S. Personnel From Foreign Areas When Justified By Unusual Or Emergency Circumstances.**

Types: Authorized Departure

Authorized Departure in Conjunction with Draw Down

Ordered Departure

Entitlements: Joint Federal Travel Regulations (JFTR)

**Per Diem: JFTR (U6005)** Evacuated command sponsored dependents and evacuated student dependents are authorized a per diem allowance under the lodgings plus per diem system for each day they are in an evacuation status. This allowance provides a fixed amount for meals and incidental expenses (M&IE) and reimburses actual lodging costs up to a specified maximum amount. The applicable maximum per diem allowance is the rate prescribed for the safe haven location and the age and number of family members. For the first 30 days, beginning upon arrival at the safe haven, family members 12 years of age and older will receive a fixed amount for M&IE and reimbursement for actual lodging costs not to exceed the maximum, amount allowed in the safe haven per diem rate. Family members under 12 years of age will receive up to 50% of that rate. Beginning on the 31<sup>st</sup> day, not to exceed 150 additional days, the amounts allowed for M&IE and lodging are reduced to 60% of the amount prescribed in the safe haven per diem rate for those expenses for dependents 12 years of age and older, and 30% for those under 12 years of age.

If this reduced per diem allowance is inadequate, family members may apply for an increased allowance from the Per Diem, Travel and Transportation Committee. Address the request either by letter to Director, Per Diem, Travel and Transportation Committee, Hoffman Building #1 Room 836, 2461 Eisenhower Avenue, Alexandria, VA 22331-1300, or via message (PER DIEM TVL and TRANS ALLOW COMTE ALEX VA), or via telefax (PDTATAC at COML 703 325-9330, DSN 221-9550)

In the case of family members who reside with family or friends while in safehaven, the lodging allowance is forfeited. No waiver to the loss of lodging allowance due to residing in non-commercial accommodations is available.

**Transportation Of Household Goods: (JFTR U6007)** When dependents are directed to move to a safe haven, the member is entitled to transportation of unaccompanied baggage for the dependents, and those items of HHG authorized or approved by competent authority as needed for the dependents' comfort and well-being at the safe haven. Unaccompanied baggage items may be shipped as a shipment separate from household goods in an amount not to exceed 350 pounds for each dependent 12 years of

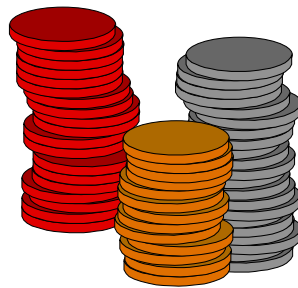


age and older, and 175 pounds for each dependent under 12 years of age. The provisions of Paragraph U5320B, JFTR which establishes a 1,000-pound limitation on shipment of unaccompanied baggage by an expedited mode and provided exception authority thereto, apply to an unaccompanied baggage shipment under Chapter 6 of the JFTR. The 1,000-pound limitation applies to the sum of the unaccompanied baggage shipped for the member's family.

**Transportation: (JFTR U6006)** Local travel allowances are authorized to be paid when dependents are receiving evacuation per diem allowances and have not taken delivery of privately owned vehicle shipped to the safe haven or designated place. \$10 per day will be paid to the first family member evacuee. \$15 per day will be paid to the first evacuated dependent family member with one additional family member and \$20 per day for those with two or more additional family members.

**Overseas Housing Allowance (OHA):** A member, whose dependents are evacuated and who is entitled to an overseas housing allowance at the "with dependents rate" on the date of such evacuation, will be entitled to continue to be paid such allowances while the member's permanent duty station remains unchanged, providing the following conditions exist:

- Return of the dependents to the vicinity of the member's permanent duty station is anticipated;
- The member continues to maintain family-type quarters at personal expense during the absence of the dependents; and
- The period for which such payment is made does not exceed six months.





## Checklist for Evacuees Returning To Post



When an evacuation is lifted before 180 days, evacuated employees are expected to return to post in an expeditious manner. Except for those individuals who are converted to PCS orders, there is an automatic “grace” period of three days for the continuation of SEA to allow evacuees to make transportation and travel arrangements for return to post. An additional seven days is available for justifiable reasons, but the grace period can not be extended past 10 days after the official date of the lifting of the evacuation. **The additional seven days are NOT automatic; they must be justified, and the justification must accompany the final travel voucher. To assist in planning a return to post, please double-check the following items:**

- Contact your official travel office for assistance with routing, reservations and tickets.

**Department of State** families are required to utilize American Express. American Express will wire pre-paid tickets to designated airports for pick-up by individuals outside the Washington DC area. The evacuee will need to supply American Express with their travel orders containing their fiscal data. **NOTE: To avoid penalty in "city pair" or contract fare routes, it is imperative to use the official travel office.** Telephone: (703) 351-0800 or (800) 752-2320.

**USAID** families contact Sato Travel at USAID (RRB, CI 7). Sato Travel will also wire pre-paid tickets to designated airports for pickup. **Note: to avoid penalty in “city pair” contract fare routes, evacuees should only utilize Sato Travel.** Sato Travel’s telephone number is 202-216-9680, for outside the Washington, D.C. area call 1-877-883-5136.

**DEA** families should make travel arrangements through Omega Travel by faxing them a request along with an approved DOJ-501 at (703) 359-3912.

- Arrange for pick-up and shipment of UAB (airfreight). Evacuation Travel Authorizations are used for return travel and shipments.

**DoS** families contact the Transportation Office at (202) 647-4140 or (800) 424-2947.

**USAID** families contact the Transportation Office at (202) 712-4848.



**DEA** families contact the Family Liaison Specialists at (202) 307-8222 or (202) 307-4241. If you prefer, you may take the items with you and voucher for excess baggage. Make sure Omega tickets you for excess baggage. You may also opt to mail items to post and claim the cost on your voucher.

- File change of address with local post office.
- **Department of State and USAID** employees complete check out with the Employee Service Center.
- Inform bank, credit cards, etc. of change of address.
- Check validity of Diplomatic Passport and country (post) visa.
- Employees, check the expiration date of the I.D. card and/or building pass for your agency and request renewal if necessary.
- **DEA** employees, turn in Headquarters building or parking passes to Security Programs.
- To notify post of arrival plans, please contact the Post Management Officer (PMO) within the Regional Bureau at the Department of State. The PMO will cable post with the information.

**AID** families may contact the AID Evacuation Working Group or your Desk Officer.

- Upon return to post, file a travel voucher with the Budget and Finance office (B&F) to be forwarded to your agency's budget office to reconcile your account.
- Family members who choose not to go back to post immediately may opt for Separate Maintenance Allowance (SMA) until returning to post, extending the amount of time they are away from post. This use of SMA does not count as the one-time SMA option per tour. Families in commercial lodging who choose to remain behind to finish the final semester of the school year may apply for the Transitional Separate Maintenance Allowance (TSMA). If there are concerns, please contact M/DGHR/FLO for guidance. Telephone: (202) 647-1076, (800) 440-0397.

**If you experience difficulty in making arrangements to return to post, please contact the Support Services Officer in M/DGHR/FLO, your PMO or the support staff for your agency.**



## Evacuation Regulations

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**Evacuation Q's and A's  
are available on the Office of  
Allowances' Web Sites:**

[http://aoprals.a.state.gov/content/faqs/evac\\_faqs.asp](http://aoprals.a.state.gov/content/faqs/evac_faqs.asp)

<http://www.state.gov/m/a/als/faq/5321.htm>





## **Evacuation/Authorized Departure Benefits**

### **A Summary of Department of State Regulations for Non-Military Employees and Eligible Family Members under Evacuation Orders**

#### **Pertinent Regulations**

Complete authorizing regulations are in Chapter 600, Standardized Regulations (Government Civilians, Foreign Areas), and may be supplemented by individual agency regulations and procedures. Additional Department of State guidance on evacuation benefits is provided in Chapter 1400 of the Department of State's Emergency Planning Handbook (12 FAH-1).

The authorizing official for evacuation benefits is determined in accordance with each agency's practices and procedures. In the Department of State, normally the managing geographic Bureau and the Bureau of Resource Management will determine this. Any official approving a benefit not clearly authorized by the regulations is responsible for seeking the advice of an appropriate authority

#### **Purpose**

The purpose of evacuation benefits is to help offset added expenses incurred as a result of an evacuation/authorized departure. An employee continues to be responsible for normal family living expenses.

#### **Safehaven**

The United States is the official safehaven for eligible family member evacuees, and Washington, D.C. or other U.S. duty station is the official safehaven for all employees. Employees will be notified of the officially designated safehaven location in any emergency requiring evacuation. While an alternate foreign safehaven location may be approved in individual cases by the Secretary of State (who delegates the authority to the Under Secretary for Management) when considered necessary and in the best interests of the government, evacuees are not entitled to the usual diplomatic privileges, immunities or administrative services. No evacuation benefits are available for evacuees who proceed to an unauthorized point. If a request for an alternate foreign safehaven is not approved, evacuation benefits will not be authorized until the evacuee arrives at the official safehaven.



## Travel Expenses

Employees are generally authorized travel only to Washington, D.C. or other U.S. duty stations.

Eligible family members (EFMs) may travel to the officially designated safehaven location at U.S. Government expense. If the U.S. is officially designated as the safehaven, travel will be paid to any point in the U.S. In the rare case an alternate safehaven is approved, travel will normally be reimbursed only on a cost-constructive basis calculated from the evacuated post to the nearest point of entry in the continental U.S. Any subsequent travel during the evacuation is at personal expense, except for authorized return travel to the evacuated post or if family members are authorized to reunite with the employee at the employee's safehaven duty station.

Families earlier evacuated to the U.S. or to an authorized foreign safehaven at Government expense will be permitted to rejoin an employee subsequently evacuated to a duty station in the U.S. However, from an alternate foreign safehaven, travel expenses will be reimbursed only on a cost constructive basis calculated from the evacuated post to the U.S. duty station. (S.R. 631a (1)).

Return to post travel expenses are authorized only after the USG officially permits employees and eligible family members to return. Orders will be issued by the USG for return to post. Family members not returning at this time may be placed on voluntary SMA. (SR.264.2 (2) exception, 5-15-94).

When employees and/or eligible family members are away from a post on official travel (home leave and return orders, R&R, family visitation travel, emergency visitation travel, temporary duty) at the time an evacuation is ordered, travel expenses will be paid by the Government to the safehaven location from the employee/family member's location. In some cases, during an Authorized Departure, the Chief of Mission is granted the authority to permit employees/family members, who have been caught out in this way, to return to post.

When employees and/or eligible family members are away from a post on personal travel when an evacuation is ordered, travel to the safehaven will be on a cost-constructive basis, not to exceed cost of travel from the evacuated post to the safehaven location.

## Subsistence Expense Allowance (SEA)

SEA is payable the day following arrival at the authorized safehaven point for up to 180 days following the date of the evacuation order. Regardless of the timing of an evacuee's departure from post or the status of the evacuation order, SEA may not be paid beyond the 180th day after the order is issued. SEA payments and benefits are designed only to help offset the direct added expense incurred incident to an evacuation with the employee responsible for normal family living expenses. **If family members are not allowed to return to post after expiration of the 180 day period, the employee may request**



**Separate Maintenance Allowance (involuntary) on their behalf. In some cases the employee will be eligible to receive TSMA on behalf of his/her family. In either case the allowance is not automatic. The employee must file an application with the Regional Bureau.**

**When the U.S. is designated as the official safehaven**, the SEA is based on safehaven location per diem. The first evacuee of a family unit is reimbursed for lodging expenses, based on either a commercial or non-commercial rate.

- **Commercial rate**: The first evacuee is reimbursed for 100% of lodging expenses for duration of the evacuation. Meals and incidental expenses are covered at 100% of the local rate for the first 30 days. The rate is reduced to 80% for days 31 through day 180. Commercial receipts for lodging (e.g., hotels, motels, commercially leased houses or apartments, or other transient-type commercial quarters) are required when claiming the commercial rate. (See chart under Calculating Subsistence Expense Allowance.)
- **Non-commercial rate**: For the first 30 days, the first evacuee is paid 10% of the lodging expenses and 100% of meals and incidental expenses. Non-commercial lodging expenses are not reimbursable for days 31-180. However, from days 31-180, 80% of meals and incidental expenses will be paid. No receipts or accounting is required. This rate applies in the absence of commercial receipts (e.g., lodging in government quarters or staying with friends or relatives). (See chart under Calculating Subsistence Expense Allowance.)

**When a foreign area is designated as the official safehaven**, the SEA is based on the applicable per diem rate of the officially designated safehaven under the same payment guidelines as for the United States.

**When an alternate foreign safehaven is approved**, SEA can be authorized no earlier than the managing Bureau in the Department receives the request for an alternate safehaven. SEA is based on the lowest of the following:

- 1) the standard CONUS rate;
- 2) the per diem rate for the official safehaven (foreign or U.S.); or
- 3) the per diem rate for the alternate approved safehaven.

SEA will continue to be paid during periods of annual leave and sick leave (except when in medical evacuation status) to employees and family members who are in evacuation status.

SEA will not be paid to employees and eligible family members who are in home leave or R&R status, until such time as they were officially due to return to post. Employees on LWOP qualify for SEA only if evacuated as an eligible family member.



## Other Allowances

Air freight: An air freight allowance of 250 pounds for the first evacuee (200 pounds for the second evacuee, 150 pounds for the third evacuee, and 100 pounds each for the fourth or more family members) will be authorized for both evacuation from and return to post - in accordance with the current agency travel regulations; DOS Standardized Regulations (DSSR) 631 a (3). In lieu of airfreight, a replacement allowance is authorized if air freight is not shipped from post. The allowance for the first evacuee without family is \$250. For the first evacuee with one family member it is \$450 and for the first evacuee with two **or more** family members the allowance is \$600. Air freight is authorized upon return to post, even if no air freight was shipped from post.

Transportation Allowance: A daily transportation allowance of \$25/day per family unit is authorized.

## Lease Coverage

If an evacuation is terminated **and an evacuee elects to return to post (and has not been converted to PCS orders)**, a waiver on an advance or reimbursement of expense should be authorized for the unexpired period of the lease up to 30 days or waiver of repayment of an advance.

## Advance Payments

An employee may receive an advance SEA payment to help the employee defray the immediate incidental expenses of his/her evacuation or authorized departure and/or the evacuation or authorized departure of dependents. The amount of the advance payment is the monetary amount covering a period of up to 30 days as determined appropriate by the authorizing officer. The advance payment may be paid to the employee or a designated representative

## Household Effects (HHE)/Personally Owned Vehicle (POV)

Access to and delivery of stored household effects for evacuees is at personal expense, not Government expense unless evacuees are not allowed to return to post after the 180 days and are placed on involuntary SMA. In the latter case, agency travel regulations governing SMA apply. Shipment of POV is not authorized at USG expense until the employee has a permanent change of station.



## **Education Allowance**

Official safehavens are usually established in the United States, and education allowances are therefore normally not paid. U.S. public schools are available to all residents in the U.S. However, if a child was attending school on an away-from-post education allowance at the time of the evacuation order, the allowance may continue for the remainder of the school year. Likewise, a child who qualified for the Special Needs Education Allowance will be allowed to continue to receive the allowance through the duration of the evacuation or until a legal Individualized Education Plan (IEP) is developed at their public school.

Only in rare cases will the official safehaven be designated in a foreign area. Education allowances will be clarified through the regional Bureau.

Education travel eligibility rules continue to be applied as provided for in Chapter 280, Standardized Regulations, except that the official safehaven displaces the post as the travel destination from school. No SEA benefits are payable for children at their school locations when utilizing either the away-from-post education allowance or educational travel.

## **Tandem Couples**

Tandem couples will each receive evacuation benefits not to exceed an employee's eligibility, but without duplication of benefits for eligible family members. (Each employee is entitled to all other allowances, including transfer allowances and temporary lodging.)

## **Length of the Evacuation**

The initial cable ordering the evacuation declares the evacuation for a specified period of time (normally 30 days). At the end of that period, the Department, in conjunction with the post, reviews the evacuation status to determine whether it should be continued, whether employees should be reassigned, or whether to terminate the evacuation. If the evacuation is not terminated, the status must be reviewed every 30 days. No evacuation will last beyond 180 days since the legislative authority to pay evacuation benefits expires by law. If family members are not allowed to return to post and no reassignment decision has been reached, the post will become an unaccompanied one. At such time, eligible family members may apply for involuntary Separate Maintenance Allowance (SMA) or Transitional Separate Maintenance (TSMA) depending on their situation.



# **General Resources Washington, DC Area**





## A Message from the Office of Medical Services

United States Department of State  
*Medical Director*  
*Department of State and the Foreign Service*  
*Washington, D.C. 20520*

### MEMORANDUM

To: Foreign Service and Foreign Affairs Agencies Returnees  
From: Laurence G. Brown, MD Medical Director

Welcome back to the United States. I am grateful for your extraordinary service to the Department in these troubling times.

Your sudden return has probably been hectic, disruptive, and stressful. I want you to know that our staff is ready to assist you as you get re-settled.

The Health Unit at Columbia Plaza (SA-1) room L-206 is available for assessment of acute illnesses and referral to local medical resources. Referrals can also be made to other MED offices as needed, say for medical evacuation or tropical medicine questions. The hours of operation are 8:30 am until 4:00 pm, Monday through Friday.

Mental Health Services works with the Family Liaison Office to arrange briefings and community meetings, and to provide support through informal group discussions on the various community, individual, and family problems associated with evacuations. You will be notified of these meetings.

The Employee Consultation Service (ECS) is a confidential service for Department of State employees and family members and offering consultations, counseling and support groups. The clinical social workers at the ECS have extensive experience in family counseling. The office is located in Room H-246, SA-1, (202) 663-1815. If you would prefer to discuss issues with our medical staff, our Director of Mental Health Services (202) 663-1903 is ready to help.

If urgent assistance is required over a weekend, please call the medical duty officer through the Operations Center at (202) 647-1512 or (202) 663-1512.

**Note:** If you are not covered by the Department of State Office of Medical Services, other agencies may provide similar services. Check with your agency's point of contact or family liaison representative.



## Evacuee Medical Information

All employees and family members on Subsistence Expense Allowance (SEA) who seek medical exams should schedule procedures as early as possible during the evacuation period. Once the evacuation order is lifted, it is expected that employees and family members will return to post expeditiously.

Medical coverage provided to eligible US citizen employees and their dependents overseas does not apply to employees and family members while they are in the United States on assignment, home leave, or other travel. The exception is an illness, injury, or medical condition connected with overseas service and the employee or family member is otherwise eligible for treatment. Such a situation is rare - an emergent medical condition for which medevac was approved at the time of ordered departure or a serious condition which occurred overseas necessitating the revocation of a medical clearance, disallowing an individual's return to post. The need to obtain medical care following the SEA period does not in itself warrant the issuance of medical per diem orders.

Employees and family members are encouraged to use the time in the U.S. to obtain medical or dental assistance. The preferred plan providers offered by your Federal Employee Health Benefit Program (FEHBP) reduce your out-of-pocket expenses by choosing facilities and providers who participate in the Plan's preferred provider organization (PPO). You can also reduce up front charges and paperwork if your PPO provider files the insurance claim on your behalf. Check with your insurance carrier to find out which local facilities and providers participate in your insurance carrier's PPO arrangements. Ask your medical provider if he or she participates in your health plan when you make the medical appointment.

Many insurance programs also provide non-FEHBP benefits, for example, dental services, eyeglass examinations and supplies provided at pre-negotiated discounts. Check the brochure or call your carrier.

The FEHBP plans most commonly used by our FS population are listed below. A wealth of information is on the Office of Personnel Management's web site at <http://www.opm.gov/insure/>

<b>Foreign Service Benefit Plan</b> <b>Tel: (202) 833-4910</b> <b>Fax: (202) 833-4918</b> <a href="http://www.afspa.org/">http://www.afspa.org/</a>	<b>Blue Cross and Blue Shield</b> <b>Tel: worldwide - call collect:</b> <b>(804) 673-1678</b> <b>Tel: US: (800) 699-4337</b> <a href="http://www.fepblue.org/">http://www.fepblue.org/</a>	<b>Government Employees Hospital Association</b> <b>Tel: (800) 821-6136/(816) 257-5500</b> <b>Fax (816) 257-3233</b> <a href="http://www.geha.com/">http://www.geha.com/</a>
<b>Mail Handlers Benefit Plan</b> <b>Tel: (800) 410 7778</b>  <a href="http://www.firsthealth.com/smfh/log.in.do">http://www.firsthealth.com/smfh/log.in.do</a>		



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## Hotels and Lodging in the Washington, DC Area

When looking for lodging at your local per diem rate, an excellent source is the following GSA web site:

<http://www.policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd04d.html>

Click on the state where you plan to reside, then look down the list for the city or county. Click on the "Prop. List" to find a list of hotels that offer rates within government per diem.

The American Foreign Service Association (ASFA) has a site for Extended-Stay Housing Providers at - <http://www.afsa.org/ads/hotels.cfm>.

And for those looking for something right near Dulles Airport -

<http://www.metwashairports.com/Dulles/hotels.htm>

### **Corporations that assist in finding lodging according to family specific needs and within per diem, at no extra cost to the evacuee**

Ashbourne Properties  
<http://www.ashbourneproperties.com>  
800-424-8845

Corporate Apartment Specialists, Inc.  
<http://www.corporateapartments.com>  
800-914-2802

BridgeStreet Corporate Housing  
Worldwide  
<http://www.bridgestreet.com>  
800-278-7338

Gilmore Group  
<http://www.gilmoregroup.com>  
877-844-6224

Charles E. Smith  
<http://www.smithliving.com>  
888-234-7829

Korman Communities  
<http://www.kormancommunities.com>



## Hotel/Suite Chains in Greater Metro D.C.

### A

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AmeriSuites	<a href="http://www.amerisuites.com">www.amerisuites.com</a>	800-833-1516
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### B

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Best Western	<a href="http://www.bestwestern.com">www.bestwestern.com</a>	800-780-7234
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### C

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Candlewood Suites	<a href="http://www.candlewoodsuites.com">www.candlewoodsuites.com</a>	888-226-353-9663
Choice Hotels International <sup>1</sup>	<a href="http://www3.choicehotels.com">www3.choicehotels.com</a>	877-424-6423
Country Inn and Suites	<a href="http://www.countryinns.com">www.countryinns.com</a>	888-201-1746

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### D

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Days Inn	<a href="http://www.daysinn.com">www.daysinn.com</a>	800-329-7466
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### E

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Extended Stay America	<a href="http://www.extendedstay.com">www.extendedstay.com</a>	800-398-7829
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### H

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Hilton <sup>2</sup>	<a href="http://www.hilton.com">www.hilton.com</a>	800-774-1500
Holiday Inn	<a href="http://www.ichotelsgroup.com">www.ichotelsgroup.com</a>	800-465-4329
Hyatt <sup>3</sup>	<a href="http://www.hyatt.com">www.hyatt.com</a>	800-233-1234

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### M

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Marriott <sup>4</sup>	<a href="http://www.marriott.com">www.marriott.com</a>	800-932-2198
Microtel Inns and Suites	<a href="http://www.microtelinn.com">www.microtelinn.com</a>	888-222-2142

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### S

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Sheraton	<a href="http://www.sheraton.com">www.sheraton.com</a>	888-625-5144
Sierra Suites	<a href="http://www.sierrasuites.com">www.sierrasuites.com</a>	800-474-3772
SuiteAmerica	<a href="http://www.suiteamerica.com">www.suiteamerica.com</a>	800-784-8431
Summerfield Suites	<a href="http://www.wyndham.com">www.wyndham.com</a>	877-999-3223

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### W

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Wingate Inn	<a href="http://www.wingateinns.com">www.wingateinns.com</a>	800-228-1000
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<sup>1</sup> Comfort Inn, Comfort Inn & Suites, Sleep Inn, Clarion and Quality Inn

<sup>2</sup> Doubletree, Embassy Suites Hotels, Hampton Inn, Hampton Inn & Suites and Homewood Suites

<sup>3</sup> includes Hawthorne Suites

<sup>4</sup> Springhill Suites, Renaissance Inn, Residence Inn, Towne Place Suites, Courtyard and Fairfield Inn



### Washington DC Hotels Often Used by Evacuees

State Plaza Hotel

[www.washingtonplazahotel.com](http://www.washingtonplazahotel.com)

800-424-2859

The River Inn

[www.theriverinn.com](http://www.theriverinn.com)

888-874-0100

One Washington Circle Hotel

[www.onewashingtoncirclehotel.com](http://www.onewashingtoncirclehotel.com)

800-424-9671

**Please check for updates to this housing list on the FLO internet web site at  
<http://www.state.gov/m/dghr/flo/15638.htm>.**





## School District Contact Information for the Washington, DC Area



### *District of Columbia*

**District of Columbia** <http://www.k12.dc.us>

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**For information:**

Communications Office:	Tel: (202) 442-4044; Fax: (202) 442-5418
Director, Special Education:	Tel: (202) 442-4800

### *Northern Virginia*

**City of Alexandria** <http://www.acps.k12.va.us>

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**For information:**

Department of Communications:	Tel: (703) 824-6635; Fax: (703) 824-6699
Gifted and Talented:	Tel: (703) 824-6680; Fax: (703) 824-6741
Special Education:	Tel: (703) 824-6650

**Arlington County** <http://www.arlington.k12.va.us>

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**For information:**

Family Information Center:	Tel: (703) 527-4019; Fax: (703) 228-7205
Community Services and Public Information:	Tel: (703) 228-6005; Fax: (703) 228-7640
Office of Special Education:	Tel: (703) 228-6046; Fax: (703) 228-6298
Gifted Program:	Tel: (703) 228-6160; Fax: (703) 228-6295

**Fairfax County** <http://www.fcps.k12.va.us>

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**For information:**

Office of Community Relations:	Tel: (703) 246-2991; Fax: (703) 246-2024
Office of Student Services & Special Education:	Tel: (703) 246-7780; Fax: (703) 691-0677
Gifted/Talented Section:	Tel: (703) 876-5272; Fax: (703) 573-8481



**City of Falls Church** <http://www.fccps.k12.va.us>

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**For information:**

Public Information:	Tel: (703) 248-5600; Fax: (703) 248-5613
Gifted and Talented Programs:	Tel: (703) 248-5603
Special Education Coordinator:	Tel: (703) 248-5630

**Loudoun County** <http://www.loudoun.k12.va.us>

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**For information:**

Public Information Office:	Tel: (703) 771-6440; Fax: (703) 771-6575
Pupil Services Department:	Tel: (703) 771-6427; Fax: (703) 771-6453

**Prince William County** <http://www.pwcs.edu>

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**For information:**

Community Relations Office:	Tel: (703) 791-8720; Fax: (703) 791-8842
Special Education Office:	Tel: (703) 791-7287; Fax: (703) 791-8803
Gifted Education Office:	Tel: (703) 791-7400; Fax: (703) 791-7336
Summer School Program:	Tel: (703) 791-8707; Fax: (703) 791-7336

**Stafford County** <http://www.pen.k12.va.us/div/stafford>

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**For information:**

Superintendent of Schools:	Tel: (540) 659-3141; Fax: (540) 659-7882
FOCUS/Special Education Center:	Tel: (540) 720-3336; Fax: (540) 720-1563

## **Maryland**

**Anne Arundel County** <http://www.aacps.org>

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**For information:**

Public Information Office:	Tel: (410) 222-5312 ext. 5309; Fax: (410) 222-5602
Career & Technology Education:	Tel: (410) 222-5490

**Howard County** <http://www.howard.k12.md.us>

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**For information:**

Public Information Office:	Tel: (410) 313-6600; Fax: (410) 313-6742
Director of Special Education:	Tel: (410) 313-6742
Coordinator of Gifted and Talented:	Tel: (410) 313-7011
Pupil Services:	Tel: (410) 313-6647



**Montgomery County** <http://www.mcps.k12.md.us>

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**For information:**

Department of Information: Tel: (301) 279-3391  
Pupil and Community Services: Tel: (301) 279-3604; Fax: (301) 279-8479  
Enriched and Innovative Instruction: Tel: (301) 279-3163

**Prince George's County** <http://www.pgcps.pg.k12.md.us>

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**For information:**

Department of Communications: Tel: (301) 952-6001; Fax: (301) 952-1383  
Special Education Director: Tel: (301) 952-6335; Fax: (301) 952-6342  
Gifted and Talented: Tel: (301) 808-8269; Fax: (301) 808-8270

**Other School Resources on the Internet**

Washington Area Schools Information

<http://www.state.gov/m/dghr/flo/rsrscs/pubs/1987.htm>

International Baccalaureate (IB) Programs

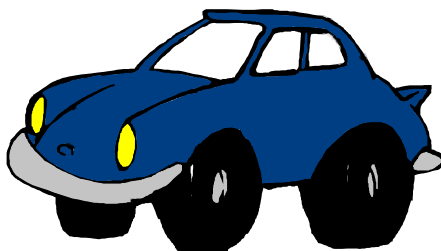
<http://www.state.gov/m/dghr/flo/rsrscs/pubs/1992.htm>





## Car Rental Information

Alamo.....	<a href="http://alamo.com">http://alamo.com</a>	.....800-462-5266
Avis.....	<a href="http://avis.com">http://avis.com</a>	.....800-230-4898
Budget.....	<a href="http://budget.com">http://budget.com</a>	.....800-527-0700
Dollar.....	<a href="http://dollar.com">http://dollar.com</a>	.....800-800-3665
Enterprise.....	<a href="http://enterprise.com">http://enterprise.com</a>	.....800-736-8222
Hertz.....	<a href="http://hertz.com">http://hertz.com</a>	.....800-654-3131
National.....	<a href="http://nationalcar.com">http://nationalcar.com</a>	.....800-227-7368



## Pets in an Evacuation

The official policy of the Department of State is that it does not evacuate pets. In reality, pets are evacuated when possible, but there are no guarantees as it depends entirely on the situation. There are crises in which pets cannot be evacuated. Also, one must remember that each individual is responsible for the cost of evacuating the pet. We recommend that, as a part of evacuation contingency planning, one make several optional plans for the pet so that one is ready for any situation that might arise in an evacuation. These options might include:

- Prepare to take the pet with you when you evacuate. Make sure shots are up to date and the pet carrier is ready in case you must quickly leave with the pet. Be



informed about pet travel regulations of host country and any country you must transit. Be aware, again, that you are responsible for the cost of the pet's evacuation.

- Think about sending the pet out of country ahead of time if there seems to be a likelihood of evacuation, and if there is time. Identify someone back home to whom you can send the pet.
- Identify someone in-country with whom you can leave the pet if there is a crisis and you cannot take the pet with you. Make arrangements with this person now so that you are prepared in this event.

FLO suggests that all these options be in place at once, since one cannot predict what form an evacuation will take. Keeping shots up to date, your pet in good health and an appropriate carrier ready will be important in all these scenarios. The [Overseas Briefing Center](#) has country-specific information on quarantines and import requirements. OBC also has lists of kennels that provide transporting services.

Other web sites of interest regarding pets –

[www.clubpet.com](http://www.clubpet.com)

[www.interpetexplorer.com](http://www.interpetexplorer.com)

[www.petswelcome.com](http://www.petswelcome.com)

[www.travelpets.com](http://www.travelpets.com)





# **Subsistence Expense Allowance and SEA Travel Voucher Applications**





## Subsistence Expense Allowance Application

**ATTENTION DOS PERSONNEL: SEA payments will not begin until this form, with the necessary documents, is submitted and processed.** Forms may be faxed to (703) 875-6768 to expedite processing, however, the original must be delivered to: Department of State, Bureau of Resource Management, Office of Financial Services, Washington, DC 20522-1506. Attn: Karen L. Taylor, SA-15, 5<sup>th</sup> Floor.

**Necessary documents:** travel orders, copies of travel advance(s), airline tickets, travel voucher form, other travel orders (TDY, PCS, R&R, Medical). To claim commercial rate provide lease agreement, paid monthly receipts/hotel bills, hotel receipts.

**Employee Information:** \_\_\_\_\_ **Evacuated Country/Post:** \_\_\_\_\_

\_\_\_\_\_  
Last Name                      First Name                      Social Security #                      Agency

**Tandem Couple: Other last name (if applicable)**  
\_\_\_\_\_

**Applicant Safehaven Information:**

\_\_\_\_\_  
Last Name                      First Name                      Social Security #

\_\_\_\_\_  
In Care Of (Optional)                      Street Address (Include Apt.#)

\_\_\_\_\_  
City                      County                      State                      Zip Code                      Phone # (work & home)  
(Required Field)

**Name(s) of Evacuees Claiming SEA Benefits (include employee if applicable):**

Evacuee Name	Relationship to Employee	Date of Birth (Children Only)	Post Depart Date	Arrival Date Safehaven/US
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____



**Bank Information:** (circle one)      Checking      Savings

\_\_\_\_\_  
Name on Account      Name of Bank (SEA Deposit)      Account #      Bank Routing  
# Get that # up with Bank Routing

\_\_\_\_\_  
Street Address of Bank      City      State      Zip Code

**Advances Received at Post:** Date: \_\_\_\_\_ \$Amount \_\_\_\_\_ Post \_\_\_\_\_  
Date: \_\_\_\_\_ \$Amount \_\_\_\_\_ Post \_\_\_\_\_

**Accommodations:** (circle one)      Commercial      Non-Commercial

**Airfreight Allowance:** (airfreight shipped from post – circle one)      Yes      No

**Certification:**      I certify to the best of my knowledge that all of my statements are true, correct, complete and made in good faith.

\_\_\_\_\_  
Print Name of Evacuee

\_\_\_\_\_  
Signature of Evacuee

Date: \_\_\_\_\_

**Please Note:** The employee is responsible for repaying any SEA balance if reassigned, if evacuation ends abruptly, if issued PCS/TDY/MED/R&R/Home Leave orders, or if status changes from commercial to non-commercial. Post Change of Status (PCS) starts by beginning consultation/training/receiving TLA.

**SUBMIT THIS FORM ONLY ONCE**

**For commercial lodging, continue to submit monthly lodging receipts.**



## SEA Travel Voucher Itinerary and Expenses Form

Attach this form to the Subsistence Expense Allowance Application

Evacuee Name: \_\_\_\_\_ Evacuation Post: \_\_\_\_\_

Fill in portion below

DATE	DEPART TIME FROM RESIDENCE	DEPART COUNTRY/ POST	ARRIVAL TIME	ARRIVAL COUNTRY/ POST	DESCRIPTION OF ENROUTE EXPENSES	\$ AMOUNT

Sample format for filling out form

1/1/98	11:30pm	Kinshasa, Congo	6:00am	Singapore	Taxi fare to hotel Hotel - 1 night	\$ 50.00 \$123.00
1/2/98	9:00pm	Singapore	1:30pm	Washington, DC	Taxi fare	\$ 35.00

**Receipts are required for all expenses e.g. airline tickets, hotel bills, taxi fare.**

**Calculation of Meals & Incidental Expenses (M&IE):** If travel is more than 12 hours, but less than 24 hours then: First day = 3/4 day of the location traveling to; Lodging plus M&IE for stopover locations en route to safe haven, if applicable; Last day = 3/4 day of location traveling from (when departing to return to Post). All days in between = SEA.

**Please Note:** The employee is responsible for repaying any SEA balance if reassigned, if evacuation ends abruptly, if issued PCS/TDY/MED/R&R/Home Leave orders, or if status changes from commercial to non-commercial. Post Change of Status (PCS) starts by beginning consultation/training/receiving TLA. Please FAX your SEA application complete with supporting documents to 703-875-6768. Mailed documents may be sent to: Department of State, Bureau of Resource Management, Office of Financial Services, Washington, DC 20522-1506. Attn: Karen L. Taylor, SA-15, 5<sup>th</sup> Floor.